



NCD&CS  
ADFP Trust Fund  
Reporting Instructions

**General Instructions**

*Note: Copies of forms may be made as needed.*

1. Grantees are on a quarterly or semi-annually reporting schedule. Grantees receiving ADFP funds of less than or equal to \$250,000 report semi-annually. Grantees receiving greater than \$250,000 and/or whose projects involve agricultural development report quarterly.
2. Any and all reports, **including reimbursement requests**, are due by the **10<sup>th</sup>** of the month with the exception of the June reimbursement request which is due by the **15<sup>th</sup>** of June.
3. Upon execution of the contract, you may complete an **Initial Request for Payment** form for an amount not to exceed \$25,000. If the total grant amount is less than or equal to \$31,250, no more than 80% of the ADFP funds can be requested at this time. Invoices or other types of billing documents showing expenditures for these funds should be submitted with year-end reports.
4. Quarterly reports (budget and progress reports) are due as follows (*postmarked by the date indicated*):
  - a. **October 10** (covering the period from July 1 – September 30)
  - b. **January 10** (covering the period from October 1 – December 31)
  - c. **April 10** (covering the period from January 1 – March 31)
  - d. **July 10** (covering the period from April 1 – June 30)
5. Semi-annual reports (budget and progress reports) are due as follows (*postmarked by the date indicated*):
  - a. **January 10** (covering the period from July 1 – December 31)
  - b. **July 10** (covering the period from January 1 – June 30)
6. Before reimbursement requests can be filled, any reports due must be filed and approved. For example, a reimbursement request submitted January 10 cannot be filled until the quarterly/semi-annual progress report and budget report have been submitted and approved.
7. A current **Signature Card** must be kept on file with our office. The person who signs requests for reimbursement and budget reports must match the

person listed on the **Signature Card**. Notify ADFP of any changes in writing as soon as possible.

8. When the project is completed the following items should be submitted: a final **Progress Report**, final **Budget Report**, **Equipment Inventory and In-Kind Summary**, and **Initial Payment Documentation**.

### **Year-End Reporting Instructions**

1. As stated in the cover letter sent with this packet, you are required to submit certain reporting forms to the Office of State Auditor (OSA) within six months or nine months of your fiscal year end depending on the amount of funding received. All reports required by the Subchapter are to be submitted electronically to the OSA. Please refer to the cover letter for further details. A hard copy of these forms is included in this packet of information. A signature page will need to be submitted by mail.
2. Due in our office by **July 10**:
  - a. A quarterly or semi-annual budget report **and** progress report.
  - b. Any outstanding **Requests for Reimbursement** should be submitted. This final request will be filled upon receipt and approval of all year-end reports.
  - c. An **Equipment Inventory and In-Kind Summary** form. (Any equipment over \$5,000 purchased with ADFP Trust Fund monies should be included.)
  - d. The **Initial Payment Documentation\*** form should be submitted along with invoices or other types of billing documents showing expenditures for the initial funds requested at execution of contract.

*\*Note: You may submit this form prior to the July 10 deadline if all initial payment funds have been expended.*

**Instructions for filling out individual forms are on the back of each form.**

## **Budget Categories**

*Note: Budget category codes beginning with a "1" are for Development grants. Those beginning with a "2" are for Easement grants. Those beginning with a "3" are for Plan grants.*

### **General Categories for all three types of grants**

**X03 Equipment-** any equipment costing \$5,000 or more.

**X04 Travel-** applicable state rates should be used. *Not an ADFP allowable expense for easement applications.*

**X06 Consultant and Specialized Services-** includes project coordination.

**X07 Personnel/Administrative Services-** *not an ADFP allowable expense.*

**X08 Office Supplies**

**X09 Printing and Binding**

**X10 Promotional Materials-** unallowable costs include gifts, memorabilia, models, and souvenirs.

### **Budget Categories Specific to Agricultural Development**

**101 Site Development-** includes applications, permits, fees, zoning applications and fees, environmental site assessments,, environmental audit, soils evaluation, sample collection, field measurements, evaluation for soil, water and air quality, wastewater, well and septic tank siting, consideration for the layout of a surface irrigation system.

**102 Construction-** includes water well, septic tank, electrical, plumbing.

**105 Special Program Supplies-** includes supplies for meetings, surveys, analysis of data.

### **Budget Categories Specific to Easements**

**211 Stewardship endowment-** includes monitoring, legal defense. *Not an ADFP allowable expense.*

**212 Survey-** includes boundary, biological.

**213 Appraisal-** *Not an ADFP allowable expense.*

**214 Baseline Documentation Report**

**215 Environmental Assessment/Audit**

**216 Legal Fees**

**217 Closing Costs**

### **Budget Categories Specific to Agricultural Plans**

**318 Special Program Supplies-** includes equipment under \$5,000.

**319 Workshops and Conferences**